North Central Regional Transit District
Board Meeting
Friday, January 8, 2010

1. CALL TO ORDER:

A regular monthly meeting of the North Central Regional Transit District Board was called to order on the above date at approximately 9:00 a.m. by Chairman Alfred Herrera at the Santa Fe Community Convention Center, Coronado Room, 201 West Marcy, Santa Fe, New Mexico.

a. Pledge of Allegiance

b. Moment of Silence

c. Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present:

City of Española	Councilor Alfred Herrera, Chairman
Los Alamos County	Councilor Michael Wismer (telephonically), Mr. Anthony Mortillaro
Rio Arriba County	Commissioner Elias Coríz, Mr. Tomás Campos
Pojoaque Pueblo	Mr. Tim Vigil
San Ildefonso Pueblo	Mr. Raymond Martínez
Ohkay Owingeh	Mr. James Chancellor
Santa Clara Pueblo	Ms. Mary Lou Quintana
City of Santa Fe	Councilor Rosemary Romero, Mr. Jon Bulthuis
Santa Fe County	Commissioner Liz Stefanics, Ms. Penny Ellis-Green
Tesuque Pueblo	Governor Charles Dorame
Taos County	Commissioner Dan Barone, Mr. Sammy Pacheco

Members Absent

None

Staff Members Present

Ms. Josette Lucero, Executive Director
Mr. Jack Valencia, Transit Project Manager
Mr. Ivan Guillen, Assistant Regional Coordinator
Ms. Cynthia Altheyab, Executive Assistant
Mr. Mark Basham, NCRTD Legal Counsel

Others Present

Mr. Mike Davis, Los Alamos County
Ms. Lisette Browning, Ellis-Browning Architects
Mr. Mike Swallow, Consultant
Mr. Greg White, NMDOT
Mr. David Harris, NMDOT
Mr. Andrew Jandáček, Santa Fe County
Ms. Sandra Maez, San Ildefonso Pueblo
Mr. Otero, Los Alamos County
Mr. Joe Ellis, Ellis-Browning Architects
Mr. Mitch Davenport, Project Manager, Española Facility.

d. Introductions

Those present introduced themselves.

e. Approval of Agenda

Commissioner Stefanics moved to approve the agenda as published. Commissioner Barone seconded the motion and it passed by unanimous voice vote.

f. Approval of Board Meeting Minutes, December 4, 2009

Commissioner Stefanics moved to approve the minutes of December 4, 2009 as presented. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

g. Public Comments Regarding Transportation Items or Issues

None.

Commissioner Barone commended staff share the expansion of routes in Taos County.

Ms. Lucero explained they were starting two new routes from Taos to UNM-Taos and from Questa to

Red River starting on the 19th. Commissioner Barone had helped support the expansion.

Chair Herrera asked for the Red River to Questa route how many employees would be riding.

Ms. Lucero said there were lots who lived in Questa that worked at hotels with many work split shifts so the RTD wanted to accommodate them. She estimated there would be 30-40 per day to start.

Councilor Wismer joined the meeting by phone.

2. ACTION ITEMS APPROVAL/DISCUSSION:

a. Approval of Project Scope – Building and Site with Target Cost and Schedule – Jack Valencia

Mr. Valencia provided copies of the report on Facilities Project Conception and Timeline.

Gov. Dorame arrived at this time.

Mr. Valencia reported that the cost was about $3.3 million in today's dollars. The initial match required would have been about $575,000 and today about $650,000. He explained how the GRT was established and the efforts to secure sufficient funding to have a proper facility. He then went through the time line to explain the events that needed to take place.

Mr. Valencia requested Board approval of the facility plans so they could move forward and asked Ms. Browning to make the presentation.

Ms. Browning summarized the four options they were asked to prepare after last meeting (as presented on the third page of handout).They were:

A. 1. - Existing building renovation for Administration and Operations - $1,299,289.
A. 2. - Without asphalt paving - $1,211,290.
B. – New Separate Maintenance Building - $503,255.
C. – Existing Building Renovation for Administration, Operations & Maintenance – $1,606,809.

She explained that these estimates were pre-design. She pointed out a typo on the first page where 39% should be 29%.

She explained that to occupy this facility before the end of the year would require Board approval at this meeting today.

Councilor Romero thought Option A was not really an option without asphalt - that was really not a choice.

Ms. Browning said they would be adding to the shedding of water. They could work it closely. This did

include all ponding requirements and there was a culvert existing. It was just literally the existing asphalt but they would still remill it.

Commissioner Stefanics understood that Option C was actually less than doing A and B together.

Ms. Browning agreed but pointed out there were compromises - it would not include a wash bay. The staff could address that better. The drivers would have to back out into traffic with C. They could zone and make fence up to a point but was also an issue. So optimization was also a factor.

Mr. Valencia did a feasibility analysis. The outsourcing was very limited. It would not be cost effective to do that now. That was why they were seeking federal grant. He said a maintenance contract would cost $75,000 annually.

Ms. Lucero said doing it in house would cost over $100,000 so it was cheaper to outsource at present.

Commissioner Stefanics asked if they chose to outsource the maintenance if they wouldn't want Option C because they would not do A and B together.

Ms. Lucero said the staff recommendation was Option A.

Ms. Browning said that would mean there would be no need for B and C.

Mr. Mortillaro asked for explanation about the $321,000 storage area.

Ms. Browning explained that one whole bay was to be for storage. There was quite a bit of bus related storage needed.

Mr. Guillen added that they had to maintain an inventory of things they used on a regular basis to keep buses running without going to the shop and also lots of janitorial supplies. Tires consumed a lot of space.

Mr. Mortillaro thought the contingency on this project seemed low.

Ms. Browning said she preferred 10% but they were working closely with the facility manager who was skilled and working as a team.

Councilor Romero asked for clarification on maintenance contracting. They couldn't come close on the bid so was there a local provider that would offset maintenance.

Mr. Guillen said it was a local firm. They received 5 inquiries last time. They had to keep some things in stock so the parts would be available quickly.

Commissioner Barone asked about security for the site. With that number of buses and cars, the number of batteries they could lose would be large.

Ms. Browning said a security system would be outside this cost.

Ms. Lucero asked if Ms. Browning could provide a cost estimate for that.

Commissioner Barone said they did need security for the lot.

Ms. Browning said the estimate did include a security fence and the wiring for security was included but not the security subcontractor.

Chair Herrera summarized for the Board. The main decision or direction was to decide whether they wanted the maintenance included in the existing building - between A and C. Option A would be $1.3 million and C would b $1.6 million. If they selected C, then the next step was to look for added funding for a separate maintenance building.

Ms. Lucero reviewed the available funding that included carryover of $500,000. They would have approximately enough to do Option A but not for A and B. So A was doable. She said she would like to take the detail back to the Finance Committee in order to go forward by next Friday.

Chair Herrera asked her to provide the detail on where the money was coming from and its impact on service.

Ms. Lucero said capital outlay through 5309 to purchase a temporary building provided $ 81,000; the City of Española local match was $12.500, From 2007, the City of Española provided $3,000. Rio Arriba provided $6,000. They reallocated funds for a temporary site on Industrial for utility hookups that never happened and provided $30,000. The Town of Taos still hadn't joined so there was $50,000 available from the Los Alamos GRT funding. Los Alamos County provided some money originally for routes at $65,000. Rio Arriba capital provided $104,000 for bus purchases that were no longer needed. The same for Taos provided $93,000. An overmatch of $67,000 Los Alamos GRT for the 5311 match provided the rest. So a little over $500,000 was found.

Chair Herrera thought it sounded like there was little to no potential negative impact to services. This would go through the Finance Committee.

Commissioner Stefanics asked if there was another fund to use for fleet replacement.

Ms. Lucero agreed.

Councilor Romero moved to move forward with Option A, noting that reallocation information would be provided to the Finance Committee and the rest of financing would be brought to the full Board for a final recommendation. Commissioner Stefanics seconded the motion.

Commissioner Stefanics asked for clarification that the motion language indicated that this would not be a final vote. Councilor Romero agreed.

Commissioner Stefanics thought they needed to give direction to the architect so she could move ahead.

Councilor Romero asked for the motion to be repeated.

Councilor Romero withdrew her motion and broke it into two parts.

Councilor Romero moved to move forward with Option A. Commissioner Stefanics seconded the motion.

Mr. Valencia asked if this motion would give direction to the architects to go to schematic phase. Councilor Romero agreed.

Mr. Pacheco asked if the $1.3 million was the project cost or simply the construction costs.

Ms. Browning replied that it would be all that was required to construct the building. It didn't include furniture. She read what it did not include from the top of the page including contingency fee or a new roof nor telecommunications or security systems nor any furnishings.

Mr. Pacheco clarified that in addition to the $68,000 current contract would be an additional fee of $17,511. Ms. Browning agreed, not including GRT.

The motion passed by unanimous voice vote. (Ms. Quintana was not present for the vote).

Councilor Romero moved to have staff bring the reallocation information to Finance Committee and a report back to the full Board in February. Commissioner Stefanics seconded the motion.

Mr. Basham said he had no comment about the motion.

Mr. Pacheco concluded that the reallocation then was not a firm agreement but just a recommended reallocation which the Board would still have to approve. He thought it sounded like a done deal.

Commissioner Stefanics asked if the RTD had any kind of resolution that gave staff authority to utilize funds up to a certain amount.

Mr. Basham wasn't sure about it but agreed to research it.

Ms. Lucero said it was not in her contract but in the resolution.

Councilor Romero said she was not clear on the reallocation. Since it was a half million, she thought it might be better to come back to the Board.

Mr. Mortillaro said when Finance looked at this, they would also review procedures on bringing it back

to the Board to make sure they were in compliance. He pointed out that this was not approving the whole project costs and that would happen when they awarded a construction contract.

Chair Herrera agreed. If they could not approve the $1.3 million then, they would put the brakes on the project and pay the architects for work done. So he thought they were still okay and the architects could move forward to the next step and bring it back to the Board next month.

The motion passed by unanimous voice vote. Ms. Quintana was not present for the vote.

Commissioner Barone mentioned that the Finance Committee might consider Build America bonds as a revenue source.

b. Approval of 2010 Legislative Capital Outlay Request – Jack Valencia

Mr. Valencia shared copies of the capital outlay request and invited the Board members to consider how they might was to amend it. It was for $600,000 for construction of the maintenance facility The Board discussed the request in light of the current economic conditions.

Gov. Dorame asked if Mr. Valencia had spoken to any senator or representative about being a sponsor.

Mr. Valencia said he had not, pending the direction from the Board today. There were 20 people in the RTD's delegation.

Gov. Dorame didn't have a problem asking them for money and thought it was a good tool for them to know the RTD was in need of money and what it would be used for.

Gov. Dorame moved to approve submitting a capital outlay request. Commissioner Stefanics seconded the motion.

Mr. Valencia described a strategy of asking each representative for $25,000 and each senator for $35,000. The Board discussed this option and decided just to let the RTD submit the request on its own.

The motion passed by unanimous voice vote.

Back to 2 a - Ms. Lucero reported that the financial policy gave staff authority to spend GRT revenue up to 5% so this was well over what she could approve.

c. Approval of Atomic City Transit Service Plan – Josette Lucero, Mike Davis

Ms. Lucero noted that the summary plan was in the packets. They had been working with Mr. Mike Davis on it. The plan met the Board's criteria and they were just doing what the RPA went through. She

asked Mr. Davis to go over it. Staff recommended approval of the plan.

Mr. Davis provided the history of the transit service in Los Alamos. They started October 2007 so they had two full years' of information. For riders, the first year they had 250,000 riders and last fiscal year exceeded 400,000 riders.

This plan set forth the use of GRT monies to expand to areas not currently being served. A chart described the new services - adding eastern, entrada and school routes. Four new buses would arrive in February. They trained new drivers and were gearing up for that new service. He briefly covered plans for FY 12.

Commissioner Stefanics moved to approve the Atomic City Transit Service Plan with respect to local services. Councilor Romero seconded the motion.

Chair Herrera was astonished by the significant ridership. He asked if it would be advisable to include that information in the RTD ridership reporting, the information would reflect what GRT was paying in these entities. He felt they were missing the mark by not including that information.

Councilor Romero agreed it would be good.

Mr. Davis agreed to provide that information to the RTD.

The motion passed by unanimous voice vote.

3. DISCUSSION ITEMS:

a. Connectivity with Commercial Transit Services – Jack Valencia

Mr. Valencia explained that Commissioner Coríz had asked staff to look at other transit providers for possibilities of sharing the NCRTD building with them. He said he tried to contact all of them and had received a response from Trailways. He would continue to try to reach the others.

Commissioner Stefanics thought that would require something in the plans for drop off and waiting areas.

Ms. Lucero said their original schematic did show those - lanes and waiting area.

Chair Herrera added that even if they didn't accommodate commercial, accommodating Park and Ride would require a waiting area.

Mr. Vigil asked what the service hours for the facility would be. He asked if Greyhound would find the doors locked if they pulled in at 5:30.

Ms. Lucero said they needed to think about that.

b. **Finance and Personnel Subcommittee Report** – Anthony Mortillaro, Josette Lucero

Mr. Mortillaro said a copy of the report was in the packet if anyone had questions. The Subcommittee talked about options on financing the maintenance facility. Had a free discussion at last meeting and would have another next Friday.

c. **Regional Coordination and Consolidation Subcommittee Report** – Commissioner Stefanics, Josette Lucero

Commissioner Stefanics was not there at the last meeting. She had asked the Board to find a different chair because she had problems making the meetings.

Ms. Lucero said she asked the other members but had not found a chair yet.

Chair Herrera noted that the intergovernmental contract revision was moving forward and the 15th was the deadline for comments back to staff on it. This would be an item - that was difficult to move through governing bodies. It would be acted on at the February meeting.

Commissioner Stefanics said the County Attorney did have comments. She asked if they should be sent to Mr. Basham and Ms. Lucero right away. Ms. Lucero agreed.

Councilor Romero said the City of Santa would have minor comments.

ATTENDANCE REPORT

Mr. Valencia recognized that everyone was trying to attend and it had an impact this last year. Basically they needed to provide forgiveness for this last year and start afresh this year.

Councilor Romero agreed that was a great direction. At the meeting in Española they discussed an assessment of roles and responsibilities of members. So whatever process they came up with absolving them everyone knew that they needed to participate in the coming year.

Chair Herrera thought it might be helpful to take another look at the process. The Executive Committee did discuss it.

Commissioner Stefanics said the financial responsibilities would need to be addressed for FY 2011.

After a brief discussion, Mr. Basham agreed to bring a resolution to the February meeting regarding attendance.

d. Executive Report for November & December 2009 – Josette Lucero

Ms. Lucero said the members could read the report which was included in the packet.

e. NCRTD Ridership Report for November 2009 – Josette Lucero

Ms. Lucero referred to the printed report noting a slight decrease from October to November.

Commissioner Stefanics requested an explanation of the legend on this chart so members could share it with others outside the NCRTD.

Ms. Lucero agreed that was a good idea.

Chair Herrera said they needed to address ridership issues in marketing.

Councilor Romero said Ms. Cordova was on her radio show in December and they talked about ridership. She agreed to make the CD available. She noted that Ms. Cordova did a really good job.

Chair Herrera said it was all about getting the word out. They talked about amending the leave policy and talked about certification of drivers and perhaps having CDL training at Northern New Mexico CC.

Mr. Guillen said they would have a meeting on the 13th to talk about it.

Mr. Harris agreed to help toot their horn. Nationally transit ridership was down but not here. People thought it was due to unemployment or the recession. But in context, it has been rising here. Over 1.1 million for last year. Albuquerque and Las Cruces have gone down a little. It was a good sign for NCRTD.

f. NCRTD Financial Report – Josette Lucero

Ms. Lucero explained that the report was in the packet and Ms. Kaplan was on vacation until Monday.

Commissioner Stefanics asked when they would review the audit.

Mr. Mortillaro said it would happen -as soon as the auditors sent the letter that it was a public document.

g. Closed Session: Executive Session on Personnel Matters – Discussion of Executive Director's Performance Classification Analysis and Salary Adjustment

Commissioner Barone moved to go into executive session pursuant to NMSA 1978, Section 10-15-1 (H)(2) to discuss limited personnel matters. Councilor Romero seconded the motion.

The motion passed by unanimous roll call vote with all members voting in the affirmative none voting against.

The Board went into closed session at approximately 11:00 a.m.

At approximately 12:40 p.m. the Board returned to open session by a motion by Mr. Vigil and seconded by Commissioner Coríz. The motion passed by a roll call vote with all members voting in the affirmative and none voting against.

Chairman Herrera announced that during the executive session no actions were taken and the only matters discussed were limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2). He also announced that the evaluation would be continued in April 2010.

h. Action on Executive Director's Performance Classification Analysis and Salary Adjustment

Mr. Swallow presented a report that after considerable discussion and having accepted the methodology, the Board was ready to accept option 4, pay level 10, adjusted by a 6% inflation factor.

Councilor Romero moved to adopt the classification of Option 4 and adopt the salary adjustment at Level10 with 6% aging to $92,172 and that be conducted to be effective immediately and the budget question had already been noted. Commissioner Coríz seconded the motion and it passed by unanimous voice vote.

5. MATTERS FROM THE BOARD

Councilor Romero said she would make the CD of her radio show with Cristina Cordova available to all members.

6. MISCELLANEOUS

Mr. Valencia announced that the Tribal Subcommittee needed to get together on recent actions with FHWA on Tuesday Jan 26 at Pojoaque at 9:00 a.m.

Mr. Bulthuis handed out information regarding the SW Transit Association Conference.

7. NEXT BOARD MEETING: FRIDAY, February 5, 2010

Ms. Lucero said the location of the February meeting was not yet confirmed.

8. ADJOURN

Having completed the agenda and with no further business to come before the Board, the meeting was adjourned at 12:46 p.m.

Approved by:

Alfred Herrera, Chairman

Attest:

Michael Wismer, Secretary-Treasurer

Minutes submitted by: